

Compass Reintroduction

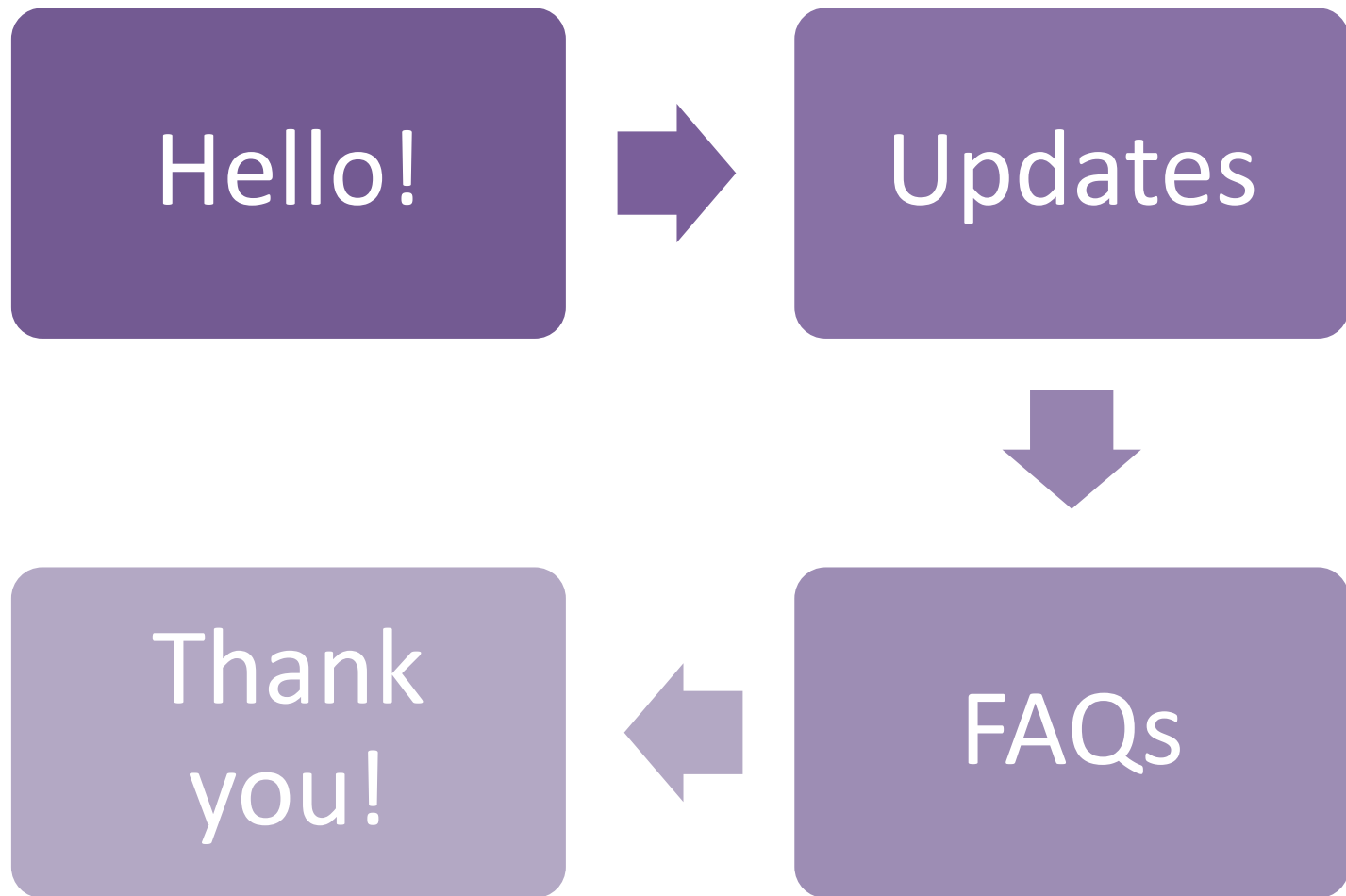
02 March 2016

Webinar One: Update

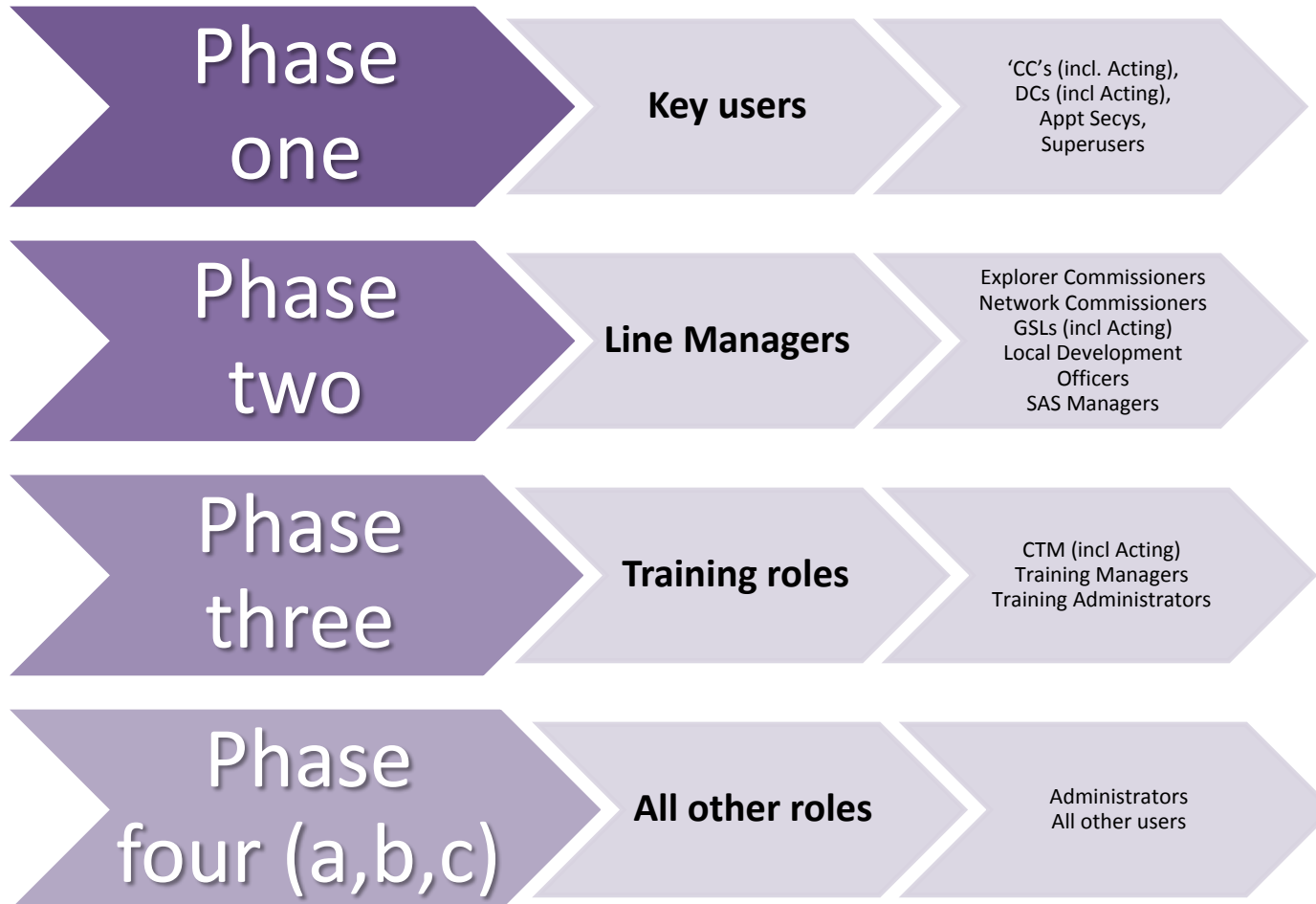


Compass Reintroduction Webinar

Agenda



Roll-out schedule – user roles



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ADVENTURE**

Phase 4a, 4b and 4c



Phase 4a	Group, District, County, Area, Region Administrators, District Explorer Scout and Scout Network Administrators and Managers of the Activity Permit Scheme	<ul style="list-style-type: none">To undertake their roles as agreed locally.
Phase 4b	Assistant and Deputy Commissioners, Assistant Group Scout Leaders, Deputy Training Managers, Youth and Deputy Youth Commissioners and Communications Managers	<ul style="list-style-type: none">To undertake their roles as agreed locally.
Phase 4c	All other adult volunteers	<ul style="list-style-type: none">Check details on personal records, amending or requesting amends as appropriate.



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Compass Priorities

1. To ensure that all adults who require a disclosure hold a current, valid disclosure. Note the reintroduction of suspension process, and the cancellation of OH (England and Wales) from 31st March.
2. To ensure that all adults are accurately recorded on Compass, and to ensure that every appointment that is 'older' than 5 months is at Full. This may require some actions regarding Appointments Committees, Getting Started Training, References, Disclosures, etc.
3. To ensure that all permits are recorded on Compass (permits are not valid until they are recorded on Compass) [Note POR *a permit's status is only valid if the record on Compass is updated as appropriate*].
4. It is also vital that all adult training is recorded on Compass (in particular, this is necessary to get an appointment to Full status, and to the award of Wood Badge for appropriate roles).

As previously discussed, the Superuser roles will be ended by HQ on 31 March 2016 unless the relevant Regional Commissioner has emailed info.centre@scouts.org.uk by 22 March to request a one month extension for specific (named) Superusers.



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Future 'Compass' webinars

Compass User Support Webinars

	7.30-7.40pm	7.40-7.50pm	7.50-8.00pm	Join Us
10-Mar	All User Update	Usersite and Compass Whistlestop Tour	Atlantic Data Walkthrough	https://attendee.gotowebinar.com/register/1210291095275451393
6-April	Wrap Up Webinar			

Questions? Feel free to ask a question in the Q&A box during the webinar, these will be published together with answers after the webinar.



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Thank you!



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Compass Reintroduction

02 March 2016

Webinar Two: Top Compass FAQs



Top FAQs explored

Feel free to ask questions using the question section on the right hand side of your screen.. If your question does not get answered tonight we will publish the answer with the blog post early next week.

The majority of questions reaching the Information Centre just now are these:

- 1. How do I ensure I am choosing the right role for someone? (R)**
2. How do I progress and end pre-provisional and provisional roles? (L)
- 3. How do I troubleshoot issues with adding or recommending permits? (L)**
4. Which search/report function should I use for Adult Training data? (H)
- 5. How do I change a Group's details? (L)**
6. How do I make the most of reports? (H)
- 7. What does 'DBS pending' mean? (R)**



LIFE CHANGING ADVENTURE

How do I ensure I am choosing the right role for someone?

Find Member(s) ? x

Basic Search
Advanced Search
Permit Holder Search
Assessor Search

Advanced Search

Member number

Location

Country

☐ Show all at and below this level

☐ Show all at this level only

District ☐ Show all below this level only

Group

Personal Details

Forenames

Postcode

Gender

Email address

Membership

☒ Active ☐ Inactive

Roles

Role level

Role

Sort

Sort by



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How do I progress and end pre-provisional and provisional roles?

▼ Start Date	▼ End Date	▼ Status	Options	
02 February 2016		Full	Edit	End
26 September 2014		Full	Edit	End
22 October 2015		Full	Edit	End
25 March 2015		Full	Edit	End
21 July 2015		Full	Edit	End
16 July 2012		Full	Edit	End
29 January 2016		Full	Edit	End
19 November 2015		Pre Provisional	Edit	Cancel
14 October 2015		Full	Edit	End
25 January 2016		Full	Edit	End
21 July 2015	29 July 2015	Closed		View
10 October 2011	13 January 2014	Closed		View



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How do I troubleshoot issues with adding or recommending permits?

New Permit  

00555836 Katie Carter

Permit Details • Required fields

Activity

--- Select a permit activity ---


Category

--- No Items Available ---


Type

--- No Items Available ---

Assessment Date



Assessor Member Number



Assessor Name

Technical Competence

☐

Scout Association Rules

☐

Safeguarding

☐


Personal Suitability

☐

Granting Commissioner

--- No Commissioners Available ---

Date Granted



Restrictions


Expiry Date



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Which search/report function should I use for Adult Training data? (1)

← The Scout Association (GB) | https://compass.scouts.org.uk/MemberTraining.as | 🔍 Search

 My Roles: Regional Commissioner ⌵ Welcome Back, Hamish ? 🔍 ⚙️ ℹ️ 🔌

My Scouting Joining Training Messaging/Reports My Profile

↓ **Adult Training** 🔍

Person Details

Member Number 🔍

Forename

Surname

Module Details

Update Search Adult Members ⌵

For Module

Due for renewal in the next

Search Adult Members

Search Adults with Learning Required on training

Search Adults with Validation Required on training

Search Adults with Mandatory Ongoing Learning Due For Renewal

Location

Country England ⌵

Regions (England) South West ⌵

County --- Select Location --- ⌵

District --- No Items Available --- ⌵

Group --- No Items Available --- ⌵

ers Only ☐

Clear Search



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Which search/report function should I use for Adult Training data? (2)

The Scout Association (GB) | <https://compass.scouts.org.uk/Reports.aspx> Search

COMPASS My Roles: Superuser Welcome Back, Hamish

My Scouting Joining Training Messaging/Reports My Profile

Reports (7)

↓ County Reports (7)

Report Description

- [County Appointments Report \(Beta\)](#)
- [County Member Directory 18 To 25 Years \(Beta\)](#)
- [County Member Directory Report \(Updated\)](#)
- [County Awards Report\(Beta\)](#)
- [County Disclosure Report\(Beta\)](#)
- [County MemberPermits Report\(Beta\)](#)
- [County MemberTraining Report\(Beta\)](#)



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How do I change a Group's details?

Address	Members	Options
Unknown,	24	<div>Add Section</div> <div>View</div> <div>Edit</div>
Unknown,	31	<div>Add Section</div> <div>View</div> <div>Edit</div>
Unknown,	94	<div>Add Section</div> <div>View</div> <div>Edit</div>
Unknown,	43	<div>Add Section</div> <div>View</div> <div>Edit</div>

↓Groups

Name	Address	Type	Members	Options
2nd Andover	Wiremead Lane, Andover	Land	18	<div>Add Section</div> <div>View</div> <div>Edit</div>
1st Andover	Gilliat Hall, Andover	Air	13	<div>Add Section</div> <div>View</div> <div>Edit</div>
3rd Andover	3rd/12th HQ, Andover	Land	6	<div>Add Section</div> <div>View</div> <div>Edit</div>
10th Andover (Boume Valley)	The Pavilion, Andover	Land	10	<div>Add Section</div> <div>View</div> <div>Edit</div>



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How do I make the most of reports?

The Scout Association (GB) | <https://compass.scouts.org.uk/System/RunReport> | Search

County/Area/Region(Scout) District

Scout Group Role Status

Select Records Where Review Date Is Review Date

Choose Columns To View Report Output Format

1 of 41 Find | Next

County / Area / Region Appointments Report

Membership Number	Forenames	Surname	Known	Email	Telephone
				m	Leydene S

- XML file with report data
- CSV (comma delimited)
- PDF
- MHTML (web archive)
- Excel
- TIFF file
- Word



LIFE CHANGING ADVENTURE

What does ‘DBS pending’ mean?

My Roles: County commissioner - Test County

Welcome Back, Laura

[My Scouting](#) [Joining](#) [Training](#) [Messaging/Reports](#) [My Profile](#)



[Training](#) [Awards](#) [Emergency Details](#) [Communications](#) [Visibility](#) **Disclosures**


)						
holder	Type	Number	Issued By	Issue Date	Status	Expiry Date
	Enhanced with Barring				Pending	




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What does 'DBS pending' mean?

 Applications Help! 

 **Dashboard**

You are Here > [Dashboard](#)

 **Applicant Search** Help


Surname:

Forename:

Date of Birth:

Email Address:

Search

 **Application status** Help

Disclosure Requested	602
E-Invitations Sent	131
Awaiting ID Check	62
Pending Applicant Information	74
Applications submitted (not sent to dbs)	18



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Thank you!



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